

[Sample letter to Georgia HAI Advisory Committee]

Dear Georgia HAI Advisory Committee:

We are applying to participate in the Georgia Honor Roll for Antibiotic Stewardship for Acute Care Hospitals. As such, we agree to the following:

- Our senior leadership is committed to improving antibiotic use in our facility.
- We have identified an active antimicrobial stewardship team with a physician champion and clinical pharmacist. The team will meet at least quarterly, and includes {identify staff by name and role here (for example, physician, pharmacist, infection preventionist, microbiologist, or quality improvement professional)}.
- The antimicrobial stewardship team commits to reporting to our executive board within 12 months on the progress of the team's work.
- We are planning an in-service training {such as an educational event, public forum, webinar} during {identify month/year here (or within X months)} on the core concepts of antibiotic stewardship. This training will target {identify targeted staff here (for example, hospitalists, physician assistants, and nurse practitioners)}.

Thank you very much for your consideration and we look forward to hearing from you regarding our application. Please contact us if you have any questions at {insert phone number} or via email at {insert e-mail address}.

Our executive sponsor/senior leader is {insert name} and has agreed to fully support the stewardship team at {insert health care organization name}.

\_\_\_\_\_ (name and signature of senior leadership)

{Insert board member name} has agreed to fully support the stewardship team and review our progress on a yearly basis for {insert health care organization name}.

\_\_\_\_\_ (name and signature of board member)